



Bí Cineálta Bullying Incident Report Form

To determine whether the behaviour reported is bullying behaviour you should consider the following questions:

1. Is the behaviour targeted at a specific student or group of students? _____
2. Is the behaviour intended to cause physical, social or emotional harm? _____
3. Is the behaviour repeated? _____

If the answer to each of the questions above is Yes, then the behaviour is bullying behaviour and the behaviour should be addressed using the Bí Cineálta Procedures.

1. General Information

- Date of Report: _____
- Name of Person Reporting: _____
- Contact Information: _____
- Relationship to Incident (Victim, Witness, Staff, etc.): _____

2. Incident Details

- Date and Time of Incident: _____
- Location of Incident: _____
- Names of Individuals Involved: _____
- Type of Bullying (Check all that apply):

3. Description of Incident

- Please provide a detailed description of what occurred, including any relevant context:

4. Witnesses

- Were there any witnesses? Yes No
 - If yes, please provide names and contact details:



5. Actions Taken

- Was the incident reported to an authority? [] Yes [] No
 - If yes, to whom: _____
- Immediate actions taken (if any):

6. Additional Information

- Any additional comments or concerns:

7. Signature

- Signature of Person Reporting: _____
- Date: _____

For Official Use Only

- Received by: _____
 - Date Received: _____
 - ActionsTaken: _____
-
-
-
-
-
-

8. Parents signature: _____

Are parents satisfied with agreed sanctions? _____ **Yes/No** _____

9. Review date (no more than 20 days from now) _____

10. Engagement with external services or supports (if any) _____

This report will be kept confidential to the extent possible and used for the purpose of addressing the reported incident appropriately.